

**Income Maintenance Advisory Committee**  
**Public Assistance Program Integrity/Fraud Prevention Ad Hoc**  
**Subcommittee**  
**Minutes of Meeting Thursday, August 14, 2003**

- Members present: Chair person, Rick Zynda (DHCF), Virginia Wiedenfeld (Richland Co.), Jim Borgeson (Douglas Co.), Richard Basiliere (Outagamie Co.) Gene Kucharski (WAPAF/ Portage Co.), Richard Eddings (Dane Co.), Tony Welch (PAFU), Pam Kiern (IT section DHCF), Nancy Foss (Medical Policy Sec DHCF), John Haine (QA Section DHCF), Mary Mireles (Racine Co.), Jeff Brikowski (Food Stamp Section DHFS), Fay Simonini (DWD / PACU)
- Teleconferencing Nancy Muller (St Croix Co.)
- Unable to attend: Mike Poma ( Co-Chair/ Milwaukee Co), Charles Billings (PAFU)

The meeting was called to order by Rick Zynda at 1:00 PM. All members present and on the telephone briefly introduced themselves and described their normal duties and areas of responsibility.

**Minutes**

Rick proposed that the responsibility for taking minutes be shared among group members. The draft minutes would be sent to the Co-Chairs for review and editing, then sent out as a “draft” to the members for comment. Final minutes will be posted on the IMAC website (<http://www.imac.state.wi.us>). A sign-up sheet was handed out for monthly minute takers (see end of this document).

**Charter**

A draft “Committee Charter” was passed out for review. Mr. Zynda discussed the purpose, priorities and goals of the committee and reminded everyone that this was an advisory committee only and that the committee’s recommendations would be submitted to the Income Maintenance Advisory Committee as such. Any final recommendations to the Department administration would come from the IMAC group. Membership of this committee is made up of both County, State and Private sector individuals with knowledge and experience that will assist in achieving the goals of the subcommittee.

It was agreed by the consensus at the meeting that future meetings should be held on the 2<sup>nd</sup> Thursday of the month from 10:00 AM to Noon. This will allow communication with the IMAC parent committee . which meets on the 3<sup>rd</sup> Thursday of the month. The Department will attempt to schedule future meetings at one of the Dane County facilities – the Job Center on Aberg Ave. or Fenn Oaks Training Center for ease of access and parking for local agency members.

There was group discussion of the importance of sharing information developed within this committee with other groups and organizations, such as WSSA, having concerns or input to offer. It was agreed that since many members of this group were also members of other organizations with interest in our proceedings that input should be actively pursued from any

interested parties and that other groups should be kept informed of the progress of this committee. They can be referred to the meeting minutes on the IMAC Website (). It was suggested that a DXBM message be broadcast in CARES to remind everyone of where this information can be found. Rick Zynda will look into having this accomplished.

### **IPV's**

It was agreed that there were sanctions in place for intentional program violations (IPV's) of both the Food Stamp Program and W2. No such sanctions are now available for the Medical Assistance Programs and it was agreed that further discussion of the possibility of proposing changes to this policy is needed, within the Department and by the committee. (Legislation would be required.)

### **Glossary of Terms**

Rich Basiliere from Outagamie County handed out some proposed definitions of terms for discussion purposes within our group so that when this committee is discussing subjects all members are defining terms in a similar way. Tony Welch handed out several items including Preliminary funding for the "Program Integrity" and "Fraud Investigation" programs, various reports relating to "fraud" on EOSP, the general contract language for the "fraud program" and Chapter II Part D of the Income Maintenance Manual. Following discussion about these items, it was strongly suggested that all members review these documents for reference at future meetings.

After the discussion on the proposed definitions, several changes were made to these terms. Included with these minutes is an attachment representing the draft copy of the changes made and agreed upon.

### **CARES Access**

There was much discussion regarding access to CARES and who has the authority to access what information – specifically regarding contracted staff (i.e. investigators, W-2 private employees, etc.). Tony Welch will get the specific policy language for the next meeting so the exact federal and/or state restrictions can be determined. (Does it include all information in CARES or specifically IRS and similar matches / information?)

### **Workplan**

Rick Zynda handed out a document to all members, "Public Assistance Program Integrity / Fraud Prevention Workplan". He requested that all members review the Goals and Priorities (same as those included in the committee charter) and make notes for future discussion regarding "Policy and Systems" issues related to these items. People involved, strategies and recommendations are also part of the overall spreadsheet, and any and all ideas should be noted so that there can be discussion regarding these goals and priorities.

Some discussion centered on the topic of fraud and overpayments in the Child Care programs. This will be an item for future agendas.

**Next Meeting**

Rick Zynda distributed “Non-State Employee Travel Reimbursement Requests” to those remaining. Some individuals had already left the meeting and if anyone needs this form, or has questions about allowable reimbursement, they should contact Rick.

Next Meeting: September 11, 2003 – 10 am – 12:00 pm – location TBA.

**IMAC Public Assistance Program Integrity/Fraud Prevention Ad Hoc Subcommittee  
Monthly Meeting Minute Taker**

August 03	Gene Kucharski
September 03	Nancy Foss
October 03	Mary Mireles
November 03	Virginia Wiedenfeld
December 03	Fay Simonini
January 04	John Haine
February 04	Jeff Brikowski
March 04	Jim Borgeson
April 04	Rich Basiliere
May 04	Richard Eddings
June 04	John Haine
July 04	Pam Kiern